

**Mississippi Secretary of State**  
700 North Street P. O. Box 136, Jackson, MS 39205-0136

**ADMINISTRATIVE PROCEDURES NOTICE FILING**

AGENCY NAME Mississippi State Personnel Board		CONTACT PERSON Brittany Martin MSPB Communications Director	TELEPHONE NUMBER 601-359-2701	
ADDRESS 210 East Capitol Street, Suite 800		CITY Jackson	STATE MS	ZIP 39201
EMAIL MSPB.Communications@mspb.ms.gov	SUBMIT DATE 4/21/2016	Name or number of rule(s): Title 27, Part 110 MSPB Policy & Procedures Manual		

Short explanation of rule/amendment/repeal and reason(s) for proposing rule/amendment/repeal: The MSPB Policy and Procedures Manual has been revised regarding: 1.1 MSPB; 1.3 Statewide Human Resources Information Systems; 2.2.1 Non-state Service Appointment; 4.3.5 Special Qualifications/Job Specific Supplemental Question(s); 4.9.8 Duration of Referred List; 4.9.14 Appointments from Referred Lists; Section 5.1 Classification; 5.1.2 Creation of New Occupational Classes; 5.11 Pay Range Realignment; 6.3.4 Organizational Coding; 6.3.5 Agency Organizational Chart; Example of Organizational Coding; 7.6 Excellence in Government and Longevity Service Awards; 7.6.1.2 General Procedures for Award Determination; 7.7 Reduction-in-Force; 10.5.4 Special Procedure for Claims of Harassment or Discrimination; 10.7 Appeals.

Specific legal authority authorizing the promulgation of rule: Miss. Code Ann. §§ 25-9-103, -119.

List all rules repealed, amended, or suspended by the proposed rule: Title 27, Part 110, MSPB Policy & Procedures Manual

**ORAL PROCEEDING:**

☒ An oral proceeding is scheduled for this rule on Date: Friday, May 13, 2016 Time: 9:00 a.m.

Place: Regions Plaza, MSPB Training Room, #271, located at 210 E. Capitol Street in Jackson, Mississippi 39201.

☐ Presently, an oral proceeding is not scheduled on this rule.

If an oral proceeding is not scheduled, an oral proceeding must be held if a written request for an oral proceeding is submitted by a political subdivision, an agency or ten (10) or more persons. The written request should be submitted to the agency contact person at the above address within twenty (20) days after the filing of this notice of proposed rule adoption and should include the name, address, email address, and telephone number of the person(s) making the request; and, if you are an agent or attorney, the name, address, email address, and telephone number of the party or parties you represent. At any time within the twenty-five (25) day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the filing agency.

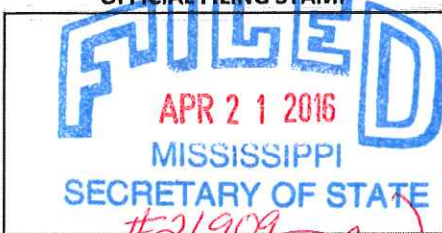
**ECONOMIC IMPACT STATEMENT:**

☒ Economic impact statement not required for this rule. ☐ Concise summary of economic impact statement attached.

<b>TEMPORARY RULES</b> _____ Original filing _____ Renewal of effectiveness To be in effect in _____ days Effective date: _____ Immediately upon filing _____ Other (specify): _____	<b>PROPOSED ACTION ON RULES</b> Action proposed: <input checked="" type="checkbox"/> New rule(s) <input checked="" type="checkbox"/> Amendment to existing rule(s) _____ Repeal of existing rule(s) _____ Adoption by reference Proposed final effective date: _____ 30 days after filing <input checked="" type="checkbox"/> Other (specify): <u>7/1/2016</u>	<b>FINAL ACTION ON RULES</b> Date Proposed Rule Filed: _____ Action taken: _____ Adopted with no changes in text _____ Adopted with changes _____ Adopted by reference _____ Withdrawn _____ Repeal adopted as proposed Effective date: _____ 30 days after filing _____ Other (specify): _____
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Printed name and Title of person authorized to file rules: Heather Deaton, Special Assistant Attorney General

Signature of person authorized to file rules: *Heather Deaton*

<b>OFFICIAL FILING STAMP</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>DO NOT WRITE BELOW THIS LINE</b> <b>OFFICIAL FILING STAMP</b> <div style="text-align: center;">  </div>	<b>OFFICIAL FILING STAMP</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Accepted for filing by _____	Accepted for filing by _____	Accepted for filing by _____

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.